

**INSTRUCTIONS FOR SCANNING/EMAILING RESULTS SHEETS**  
**TO DISTRICT CAPTAIN AND CHAIR**

1. Download QR Reader app:
  - a. Go to the App Store on your phone
  - b. Search for QR Reader
  - c. Download QR Reader
  - d. Open QR Reader
  - e. Tap the top left Code icon
  - f. Change the Default to PDF Scanner
  - g. Allow QR Reader to access your camera if prompted
2. Scanning and Emailing Results
  - a. Open QR Reader
  - b. Position the camera over the first results sheet and “take a picture” of it
  - c. Position the camera over the next results sheet and “take a picture” of it
  - d. After scanning all three results sheet
    - i. Check the quality of the pictures by swiping left and right on the pictures
    - ii. Edit the contrast if necessary by using the three lined icon on the bottom of the screen
  - e. Tap the button in the lower right hand corner of the screen, which will give you options a PDF or a JPEG. This button looks like a box with an arrow pointing upward.
    - i. Tap PDF
  - f. Then tap the Email button
  - g. You will now be at a customary email screen
  - h. Enter the email addresses of your District Captain (DC):
    - i. LI: [dcli@wmga.com](mailto:dcli@wmga.com)
    - ii. NJ: [dcnj@wmga.com](mailto:dcnj@wmga.com)
    - iii. WCT: [dcwct@wmga.com](mailto:dcwct@wmga.com)
    - iv. and the Team Matches Chair: [teammatchchair@wmga.com](mailto:teammatchchair@wmga.com)
  - i. In the Subject Line, enter your District, Series and Date  
(e.g. LI Series 4 4-26)
  - j. Send the email